

**CITY OF FRANKFORT  
APPLICATION INFORMATION  
FOR PATROL OFFICER RECRUIT**

**PLEASE READ CAREFULLY AND RETAIN FOR YOUR RECORDS**

**APPLICATION**

APPLICANTS FOR PATROL OFFICER RECRUIT SHALL (1) BE AT LEAST TWENTY-ONE YEARS OF AGE, (2) POSSESS A HIGH SCHOOL DIPLOMA (OR EQUIVALENT), AND (3) A VALID DRIVER'S LICENSE.

**COPIES OF APPLICANT'S BIRTH CERTIFICATE (ISSUED BY THE REGISTRAR OF VITAL STATISTICS FOR WHICH STATE YOU WERE BORN), HIGH SCHOOL DIPLOMA (OR EQUIVALENT) AND A VALID MOTOR VEHICLE OPERATOR'S LICENSE MUST BE ATTACHED TO COMPLETED EMPLOYMENT APPLICATION FORM WHEN RETURNED TO CITY.**

TO RECEIVE CREDIT FOR MILITARY SERVICE, A COPY OF **FORM DD-214** MUST BE ATTACHED TO THE EMPLOYMENT APPLICATION FORM.

TO RECEIVE CREDIT FOR COLLEGE EDUCATION, **OFFICIAL TRANSCRIPTS** MUST BE ATTACHED TO THE EMPLOYMENT APPLICATION FORM WHEN RETURNED TO THE CITY.

**EMPLOYMENT PROCESS**

THE EMPLOYMENT PROCESS SHALL CONSIST OF THE FOLLOWING STEPS:

1. PHYSICAL AGILITY TEST
  2. WRITTEN EXAMINATION
  3. CIVIL SERVICE BOARD INTERVIEW
  4. COMPREHENSIVE BACKGROUND INVESTIGATION
  5. PSYCHOLOGICAL EVALUATION
  6. POLYGRAPH
  7. DRUG SCREEN
  8. PHYSICAL EXAMINATION
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1. **PHYSICAL AGILITY:** APPLICANTS SHALL SUCCESSFULLY COMPLETE ALL PARTS OF JOB-RELATED PHYSICAL AGILITY TEST IN ORDER TO CONTINUE TO THE NEXT PHASE. (TEST PROCEDURES LISTED ON BACK).
  2. **WRITTEN EXAMINATION:** APPLICANTS MUST SCORE 70% OR BETTER ON EXAMINATION – MULTIPLE CHOICE TEST MEASURING ABILITIES AND APTITUDES NECESSARY TO BE SUCCESSFUL ON THE JOB (PROBLEM SOLVING, REASONING, READING COMPREHENSION, LONG AND SHORT-TERM MEMORY) IN ORDER TO CONTINUE TO THE NEXT PHASE.
  3. **CIVIL SERVICE BOARD INTERVIEW:** APPLICANTS ARE INTERVIEWED BY THE CIVIL SERVICE BOARD (INDIVIDUALS FROM THE COMMUNITY APPOINTED BY THE MAYOR) THE BOARD EVALUATES CANDIDATES, INCLUDING TRAINING, EXPERIENCE, BACKGROUND, APPEARANCE, SELF EXPRESSION, MENTAL ALERTNESS, ADAPTABILITY, ETC.

**APPLICANTS ARE PLACED ON THE ELIGIBILITY LIST FOR THE POLICE DEPARTMENT IN RANK ORDER. APPLICANT MUST HAVE COMBINED SCORE OF 70 TO BE ELIGIBLE FOR EMPLOYMENT.**

4. **COMPREHENSIVE BACKGROUND INVESTIGATION:** CHECKS APPLICANTS POLICE RECORD, DRIVING RECORD, EMPLOYMENT RECORD, REPUTATION, AND CREDIT RECORD. APPLICANTS MAY BE DISQUALIFIED AT THIS PHASE.
5. **PSYCHOLOGICAL EVALUATION, POLYGRAPH AND DRUG SCREEN:** CONDUCTED BY QUALIFIED PERSONNEL AT THE DEPARTMENT OF CRIMINAL JUSTICE TRAINING.
8. **PHYSICAL EXAMINATION:** EXAMINATION IS CONDUCTED BY A PHYSICIAN SELECTED BY THE CITY TO DETERMINE A CANDIDATE'S STATE OF HEALTH AND ABILITY TO WITHSTAND DEMANDS OF THE JOB. THIS PHYSICAL INCLUDES SUBSTANCE ABUSE TESTING.

### **ELIGIBILITY LIST**

APPLICANTS SHALL BE PLACED ON AN ELIGIBILITY LIST, WHICH SHALL REMAIN IN EFFECT FOR ONE YEAR FROM THE DATE CERTIFIED BY THE CIVIL SERVICE BOARD OR UNTIL ANOTHER LIST IS ESTABLISHED.

### **SALARY AND BENEFITS**

1. SALARY: \$35,881 AS OF JULY 1, 2008
2. BENEFITS:
  - A. HEALTH INSURANCE
  - B. DENTAL INSURANCE
  - C. LIFE INSURANCE
  - D. VISION INSURANCE
  - E. HAZARDOUS DUTY RETIREMENT PROGRAM: 20 YEARS OF SERVICE
  - F. VACATION LEAVE
  - G. SICK LEAVE
  - H. EDUCATION ASSISTANCE
  - I. UNIFORMS AND EQUIPMENT
  - J. TAKE HOME VEHICLE (FRANKLIN COUNTY RESIDENTS ONLY)

### **HIRING DETERMINATION**

TO BE CONSIDERED FOR EMPLOYMENT, APPLICANT MUST BE A CITIZEN OF THE UNITED STATES AND POSSESS A VALID KENTUCKY OPERATOR'S LICENSE BY COMPLETION OF TRAINING.

ONCE HIRED, A CANDIDATE IS PLACED ON PROBATION FOR ONE YEAR. DURING THIS TIME PERIOD, PATROL OFFICER RECRUITS MUST SUCCESSFULLY COMPLETE POLICE ACADEMY TRAINING. A PROBATIONER THAT FAILS TO SATISFY THESE REQUIREMENTS IS AUTOMATICALLY DISMISSED. EMPLOYEES ARE REQUIRED TO MAINTAIN CERTAIN PHYSICAL FITNESS STANDARDS TO REMAIN EMPLOYED. ALSO, EMPLOYEES ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING.

#### **PHYSICAL AGILITY STANDARDS**

1. **1.5 MILE RUN/WALK:** THIS MEASURES AEROBIC POWER OR CARDIOVASCULAR ENDURANCE (THE ABILITY TO HAVE STAMINA OVER TIME). THE TEST CONSISTS OF RUNNING/WALKING, AS FAST AS POSSIBLE, THE DISTANCE OF 1.5 MILES.

**16.15**

2. **300 METER RUN:** THIS MEASURES AEROBIC POWER OR THE ABILITY TO MAKE AN INTENSE BURST OF EFFORT FOR A SHORT TIME PERIOD OR DISTANCE. THE TEST CONSISTS OF SPRINTING 300 METERS AS FAST AS POSSIBLE.

**65 SECONDS**

3. **ONE REPETITION MAXIMUM (RM) BENCH PRESS:** THIS MEASURES THE ABSOLUTE STRENGTH OF THE UPPER BODY. THE TEST CONSISTS OF LYING ON A BENCH AND PUSHING UP AS MUCH AS YOU CAN ONE TIME.

**PUSH 73% OF BODY WEIGHT**

4. **PUSH UP TEST:** THIS MEASURES THE MUSCULAR ENDURANCE OF THE UPPER BODY. THE TEST CONSISTS OF DOING 25 PUSH UPS FROM THE FRONT, LEAN AND REST POSITION WITH NO TIME LIMIT.

**25**

5. **SIT UP TEST:** THIS MEASURES THE ABDOMINAL OR TRUNK MUSCULAR ENDURANCE. WHILE LYING ON THE GROUND. DO 18 BENT LEG SIT UPS IN ONE MINUTE

**18**